| | |
|---|---|
| Process | *Close Vouchers* |
| Process Number | *AP-014* |

### Description of Process

This process allows user to close vouchers when the remaining liability is to be "written off" the vendor balance and voucher is complete.  The voucher must be posted and have no scheduled payment requested.

### Input to Process

Agency user determines if voucher needs to be closed.

### Output of Process

The output of the Closed Voucher is that the liability is relieved and applied to the expense line.

### Service Level Agreement Required? (if yes, provide a brief description)

N/A

### PeopleSoft Panel Groups being Used

| Function | Panel Group |
|---|---|
| **Use** | Enter Voucher Information – Process - Voucher Close – Close Voucher |
| **Inquire** | Enter Voucher Information – Process – Voucher Close – Close Voucher<br><br>1. Voucher<br><br>2. Voucher Detail Charges<br><br>3. Voucher Accounting Entries |
| **Report** | Posted Voucher Listing |

## Business Process Description

| Process Description | Responsibility (Agency/Centralized) |
|---|---|
| Step 1:  **Determine Need to Close Voucher /Relieve Liability**<br><br>Determine if no remaining action will occur to a specific voucher.  The amount of the liability that is relieved will be applied against original expense accounts. | Agency |
| Step 2:  **Close Voucher**<br><br>User can select only those vouchers that are posted and have no scheduled payments. | Agency |
| Step 3:  **Enter Close Action**<br><br>For a specific voucher, user enters manual close date and turns on the process manual close.  Save the panel to process the closure. | Agency |
| Step 4:  **Post Voucher**<br><br>The payable posting program will be run during overnight batch processing to create accounting entries to relieve the liability. | Financial Systems Solutions |

## Forms Used with Process

| |
|---|
| None |

*Process Flow Diagram (if appropriate):*

```
┌─────────────┐
│   Voucher   │
│ entered in  │
│ PeopleSoft  │
└─────────────┘
       │
       ▼
┌─────────────┐
│    User     │
│ determines  │
│need to Close│
│ a Voucher   │
└─────────────┘
       │
       ▼
┌─────────────┐
│             │
│Close Voucher│
│             │
└─────────────┘
       │
       ▼
┌─────────────┐
│Post Voucher │
│ in overnight│
│    batch    │
│ processing  │
└─────────────┘
```
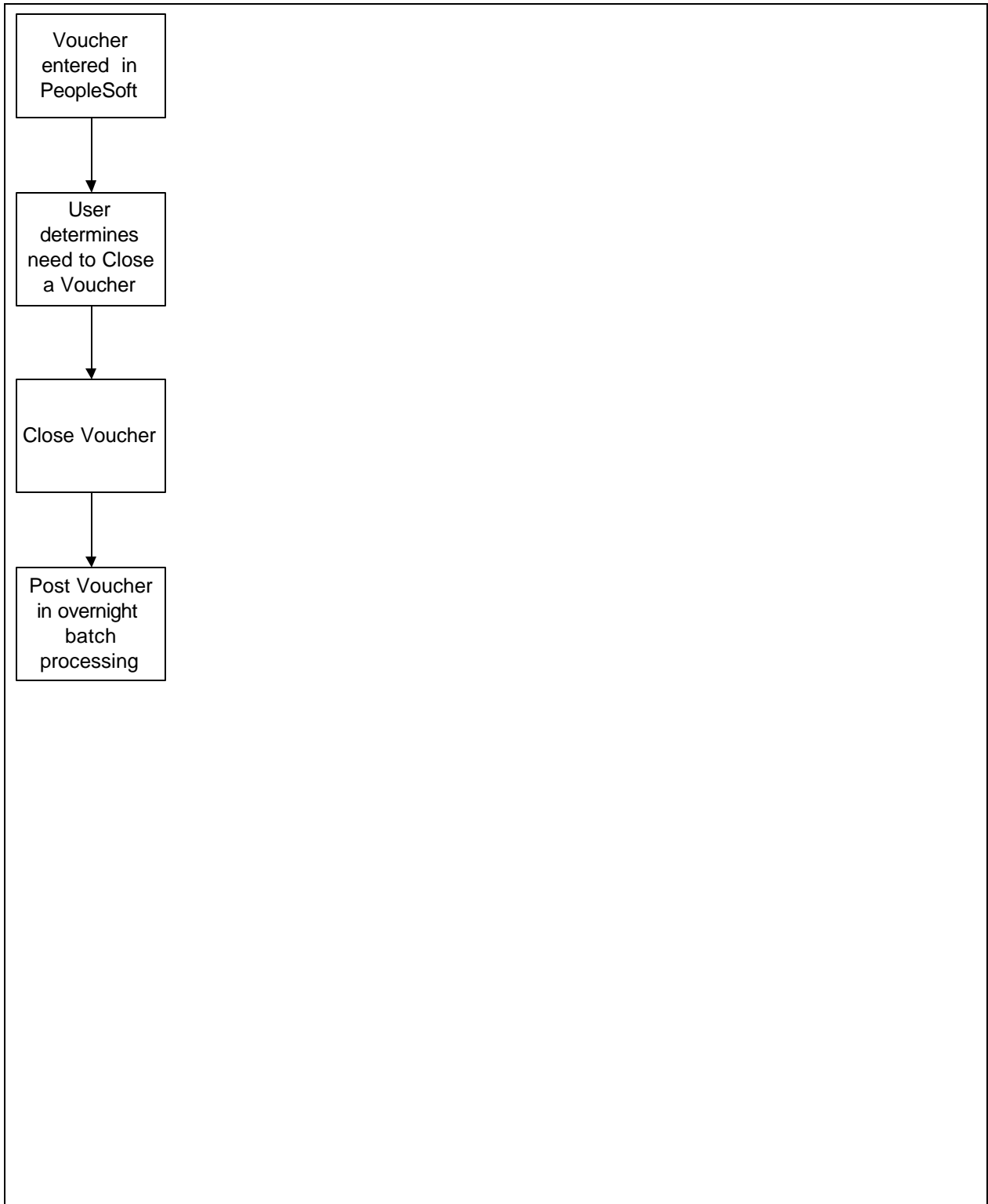
# APPROVAL FORM

| SIGNER | ROLE | APV | NOT APV | DATE |
|--------|------|-----|---------|------|
| Kay Reid | DOAS Project Lead | | | 03-11-99 |
| Charmane Miller | THG Project Lead | | | 03-10-99 |
| Dorothy Tarrer | Design Analyst | | | 03-15-99 |